

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

ACCOUNT CLERK II - 00112

Monthly Salary Range: \$2253 - \$2991

General duties: An Account Clerk II performs specialized clerical work in preparing and maintaining financial records requiring application of bookkeeping principles and methods; maintains general books by posting from original entry journals in accordance with established accounting procedures; performs limited amount of related typing and office machine operation.

Desirable training and experience: High School plus one year of office experience, including bookkeeping work; or any equivalent combination of training and experience.

Knowledges tested: Name and number checking; Basic mathematics; Numeric filing, Alphabetizing; Office practices and procedures; Bookkeeping.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Cook, DeWitt, DuPage, Fulton, Johnson, Kane, Kankakee, Lake, LaSalle, Lee, Livingston, Logan, Morgan, Peoria, Randolph, Rock Island, Saline, Sangamon, Union, Whiteside, Will, Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

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